Policy 01 - Exercise Room

This policy is designed to regulate the use of the exercise room and its equipment. The exercise room is available solely for use by members and staff. Members/staff are urged to seek their doctor's permission before proceeding with any exercise regime.

Hours of Use

- 7:00 am to 10:00 pm Monday to Friday
- 8:00 am to 9:00 pm Saturday, Sunday and holidays

Health & Safety

- Avoid training alone, especially if you have medical issues.
- Always ensure that your clothing is suitable and properly fitting, and your running shoes are clean. Bare feet and outdoor footwear are prohibited.
- For health reasons, bring a towel to place over seats and benches.
- To avoid trip hazards, please use the hooks provided for any personal belongings.
- Inspect equipment before use to ensure wires are not worn/frayed, and that pulleys rotate freely.
- Place the provided “Out of Order” sign on any equipment that is unsafe or malfunctioning, and report problems to the office as soon as possible.
- Use weights you can manage.
- After using the equipment and weights, clean/wipe them with the hydrogen peroxide solution provided.

Use of the Exercise Room

- Your key gives you access to use the exercise equipment during the hours posted.
- Guests (including children) are prohibited from using the exercise room.
- Use of exercise equipment outside the exercise room is strictly prohibited.
- When exiting, ensure the heat/air conditioner and television are turned off, the treadmill is unplugged, and the door is locked behind you.

Exercise Room Etiquette

- The exercise room is to be kept clean and tidy at all times.
- Food and drink, other than water, are not permitted.
- All litter or drinking bottles/cartons must be returned to your unit for disposal.

Important

- Members and staff using the exercise room and equipment do so voluntarily and at their own risk.

Policy 02 – Lounge and Patio

- Maximum Capacity: 125 people
- Hours: 8:00 a.m. to 10:00 p.m. - exceptions must be approved by the Board.
- Pets (other than service animals), smoking and vaping are prohibited in the lounge.
- Fire exits and emergency alarm pull: access to the area must remain clear and easily accessible.
- Rental of the lounge includes the use of the kitchen (and contents), patio, BBQ. and washrooms.
- Rental of the lounge is not to be used for commercial purposes.
- Member must complete the rental application and will receive written confirmation of approval.
- The manager will advise of the security deposit and rental fee.
- Member must review lounge with staff or on-duty volunteer before obtaining keys.
- Member requires a "Special Occasion" Permit if serving/selling alcohol and must post the licence on the interior lounge door on the day of the event.
- Member must be present to accept event deliveries and guests.
- Clean-up is the responsibility of the member.

Kitchen:

- Counters, microwave oven, stove, and oven must be cleaned.
- Dishwasher and fridge emptied and cleaned.
- Garbage placed in appropriate bin in the parking garage.
- Floor mopped.
- Linen used to be laundered and returned to storage location.
- Ensure kitchen door is locked.

Patio & BBQ:

- Furniture cleaned and cushions returned to shed.
- Tables cleaned and umbrellas, if used, returned to shed.
- BBQ. The grease trap emptied and cleaned.
- Propane tank turned off and disconnected from BBQ.
- BBQ grill cleaned with brush provided.
- BBQ exterior wiped, if needed.
- BBQ cooled before returning to shed.

Lounge:

- Television, if used, is turned off.
- Furniture returned to original location.
- Meeting chairs, if used, folded and returned to storage location.
- Meeting tables, if used, flattened and placed against the wall.
- Floor swept and carpet cleaned with carpet sweeper.
- Ensure exterior doors are locked.
- Member must review Lounge with staff or On-Duty Volunteer before returning access keys.
- Member must turn off all lights and ensure all doors are locked at the end of their event.

Library:

- Members have access to and use of library materials except when lounge is reserved.

Policy 03 – Moving In. Moving Out.

The purpose of this policy is to clarify the moving process and responsibilities for members and their representatives. This policy also informs members of the responsibilities of Winona staff and the Co-op's On-Duty Volunteers.

Move-In Procedures

- The manager will arrange a date and time for members to inspect the unit, sign the occupancy agreement and new member forms and take possession of the FOB, unit and mailbox keys. The manager will give a copy of the move-in checklist to the member and inform them of their legal and insurance responsibilities to Winona, during their move.
- Member will arrange a move-in date and time with the manager.
- Three business days before the move-in date, the member must call the manager to confirm the move-in time and reserve the elevator.
- Member must call staff/volunteer upon arrival at Winona, to gain access to the Moving Room and Elevator.
- Staff/volunteers will place a notice in the elevator, on the main and unit floors to inform other members that the elevator is on-service.
- Member will ensure the moving room is not left unattended and that the doors to the inner hallway are kept closed on days of extreme weather (humid and cold).
- Member will notify staff/volunteer when their move is complete, at which point, staff/volunteer will review the elevator and moving room with the member to identify any damage.
- After the moving room and elevator review, staff/volunteer will immediately ensure all access to the moving room is locked and the elevator is returned to normal use.
- Staff/Volunteer will remind member of the method of disposal of moving materials.

Move-Out Procedures

- Manager and member, or their representative (herein referred to as member), to arrange date and time to inspect the unit to identify any repairs required to return the unit to its original condition.
- If any repairs are required, Manager and Member will arrange another date for follow-up inspection to ensure repairs are complete and unit standards met.
- Member must contact the manager one week before moving date to arrange access to the Moving Room and Elevator.
- Manager to ensure member received move-out checklist and are aware of their responsibilities during their move.
- Member must call manager three days before moving date, to confirm reservation of Elevator and access to Moving Room.
- On day of move, member must call staff/volunteer to obtain access to the Moving Room and Elevator.

- Member must ensure moving room is not left unattended during their move.
- Member will notify staff/volunteer when their move is complete.
- Staff/Volunteer and member will review the Elevator and Moving Room to identify any damage
- Member will sign a document to confirm release of unit, FOB, unit and mailbox keys to Winona. Staff will ensure member gets a copy to signed document. Refund of Maintenance Deposit may occur after final inspection by staff.

Policy 04: Meeting Room

The meeting room is used by the Board of Directors, committees and staff for their meetings.

Use of the Room:

- Chairs of committees must schedule the use of the meeting room with the manager.
- If the dry-erase board is used, please make sure it is cleaned before you exit and that markers are returned to their proper location.
- Ensure the conference and computer table is clear and clean.

Use of the Computer:

- Food and drink are strictly prohibited on or around the computer desk and printer.
- A profile has been established for committee use. The manager will give the password to the committee's chair to give them access.
- If any computer-related issue arises, please report this immediately to the manager or a member of the Board.
- Make sure you Logout of your profile.
- Turn off the monitor and computer.
- Turn out the light and make sure the door is locked when you leave.

Policy 05 - Guest Suite

Winona's Guest Suite is available for use by all members to accommodate their guests, at a cost set by the Board of Directors and approved by the members at a Members' Meeting. The guest suite is available to members on a first-come-first-serve basis.

Members are encouraged to reserve the guest room in advance by booking in the guest room calendar kept in the office.

- Pets (other than service animals), smoking and vaping are strictly prohibited.
- Check with the manager for the daily, weekly and monthly accommodation and fees.
- Reservation of the suite can be made six months before the check-in date.
- Maximum of two occupants is permitted.
- Reservation of the guest suite shall not exceed two weeks. Additional days or weeks are subject to availability and the manager's approval.
- Reservations greater than four weeks are subject to availability and require Board approval.
- Member will receive the entry FOB and Suite key on the day of check-in unless otherwise arranged with the manager or the On-Duty Volunteer.
- Member is responsible for reviewing the suite with manager or On-Duty Volunteer, before their guest/s arrives unless otherwise arranged.
- Check-in is after 4:00 p.m. and Check-out is before noon unless otherwise arranged with the manager or the On-Duty Volunteer.
- Guest/s may use laundry facilities and common areas in compliance with Winona's Bylaws and Policies.
- Member to ensure their guest is fully aware of Winona's Bylaws and Policies as they pertain to the suite and common areas.

Member's responsibilities immediately after their guest have checked out.

- •Cleaning the suite (vacuum and mop) and disposal of garbage.
- Laundering linen on the day of check-out, unless otherwise arranged with the manager or the On-Duty Volunteer.
- Member is responsible for reviewing the suite, with manager, maintenance technician, or On-Duty Volunteer, before returning the FOB and suite key.
- Member is responsible for any charges, damages and losses incurred, including the loss of the FOB and suite key, while the suite is in their possession.
- Member is responsible for the actions of their guests while on Winona property.
- Winona is NOT responsible for loss of member's and/or guest/s' personal belongings while suite is in member's possession.
- Television includes the use of the remote control and is programmed to receive a selection of channels. Member is responsible for any additional costs relating to the use of the television and internet (Netflix, Crave, HBO etc.).
- Pillows and linen are provided and must be laundered immediately after guest leaves.

- Fridge and microwave are provided and must be kept clean.
- Garbage must be disposed of in chute located by elevator.
- Heat and air conditioner are to be turned off when the room is vacated.

Policy 06 – Laundry Room

Laundry room facilities are for the use of members and guests. Your cooperation to ensure this communal area and machines are maintained for the benefit of all.

1. Laundry Room Hours: 6:00 a.m. to 11:00 p.m.
2. Information regarding *"how to use" the* washers and dryers is posted on each machine.
3. Washers are energy efficient; for best results use only high-efficiency (HE) **liquid** detergent. Overuse of detergent may cause the machine to shut down. Powder detergent must be placed in the drum, NOT in the dispenser.
4. Members are expected to keep the laundry rooms clean by doing the following.
    - Dispose of detergent/fabric softener bottles in the blue bins in the parking garage.
    - Place dryer sheets and dryer lint in the garbage can.
    - Clean any spills of liquids or powders.
    - Wipe/remove any debris in washer or dryer drums (hair, pet hair, lint etc.).
    - Leave washer lid open to prevent mold and mildew from forming.
5. Coloured Tags: members are encouraged to use the coloured key tags to identify who is using the washer/dryer (regardless of which laundry room they are using). If another member is waiting to use the machine containing your laundered items, and you have not identified your unit number, that member is permitted to remove your items without your consent.
6. If money is lost in the machine, please email/contact the Office with the following information and you will be reimbursed as soon as possible:
    - machine number,
    - amount lost,
    - date of loss and
    - Member's name and unit number.
7. If washer/dryer is not useable, place the provided *'Out of Order'* sign on the washer/dryer and notify the Office as soon as possible.

Policy 07: Rules of Order

These are the rules of order for members' meetings. These rules replace any other rules such as Robert's Rules of Order. Some comments explain the meaning of some of the rules. The comments are part of the rules.

Rule 1: Chair

In these rules of order, the "Chair" means the person Chairing the meeting at the time that the rule applies.

1. **Choosing Chair:** The Chair is chosen as stated in the bylaw.

2. **Role of Chair:** The Chair makes sure that meetings run smoothly. The Chair tries to make sure that members have a chance to discuss every item on the agenda fully and fairly and that the meeting comes to a clear conclusion.

3. **Participation by Chair:** A Chair who wants to discuss a motion must step down until the meeting has dealt with all matters concerning the motion. Another person approved by the members can Chair the meeting in the meantime. This applies whether the Chair is a member or non-member.

Rule 2: Motions

1. **How to facilitate a motion:** A meeting can deal with an item of business on the agenda in three ways:

- The member who asked that the item be put on the agenda can ask the members to approve a proposal by "moving" it.
- The Chair can present an item on the agenda and ask if any member wishes to make a motion.
- A member can present an item on the agenda for discussion without making a motion. The Chair decides if a motion is needed. If so, the Chair asks for a motion.

2. **Seconder needed:** Another member must "second" a motion. If there is no seconder, members cannot discuss the motion.

3. **One motion at a time:** Members can only discuss one main motion at a time.

Comment: A main motion tells members what the proposal is. It's helpful if the motion can be written and sent to members before the meeting. If possible, get motions written, given to the Chair, and written on a flip chart for members. The secretary reads the motion to the members before a vote is taken.

Rule 3: Speaking

1. **Speaking on a motion:** Members can discuss a motion after it has been moved and seconded. The Chair controls the discussion. Members speak as follows:

- They can ask questions for information. The Chair or the member who moved the motion can answer the questions.
- They can speak for or against the motion.
- They speak to the Chair.
- Each speaker speaks for 3 minutes or less. The Chair can set a longer or shorter time limit.
- Members can speak more than once on an item only after all others who want to speak have done so. The Chair can make exceptions.

Comment: All those who want to speak should raise their hands. The Chair may keep a speakers' list and call members to speak in order if they have not already spoken. The Chair may rule speakers "out of order" if their comments are off the point. Speakers must stop speaking when their time is up.

Rule 4: Amendments

1. **Motion to amend:** When a member is speaking, the member can suggest a change to a main motion. The member does this by moving an amendment. The motion to amend must be seconded like any other motion.

2. **Majority needed:** An amendment must have the same majority as the motion that it amends. This means that an amendment to a proposed bylaw requires a two-thirds majority vote to pass.

3. **When not permitted:** An amendment cannot in the opinion of the Chair:

- be unrelated to the main motion; or
- be contrary to the meaning of the main motion.

Comment: Members cannot amend a motion by moving a whole new motion, or by an amendment that is directly against the meaning of the main motion. A member who wants something contrary to the main motion can

- speak against the motion
- ask the mover and seconder to withdraw the main motion
- ask the members to defeat the main motion so a different motion can be moved.

4. **Friendly amendments:** A member can ask that the mover and seconder of the main motion accept a change to their motion. If they accept the change, it becomes part of the main motion.

5. **Withdrawal of a motion:** The member who moved a motion can withdraw it at any time during the discussion if the seconder agrees. If any members still want to vote on the motion, they can move and second the same motion themselves.

Comment: The mover might decide that this is not the right time to make a decision, or might feel that someone else has a better motion to present.

Rule 5: Procedures for Amendments

1. **Discussion on amendments:** After an amendment has been moved and seconded, speakers can only speak about the amendment. They continue to do so until the amendment has been voted on. The Chair will keep a separate speakers' list for the discussion on amendments.

2. **After amendment:** After the amendment has been voted on, the discussion can continue on the motion as amended or the original motion if the amendment was defeated.

3. **Only one amendment:** Only one motion to amend can be on the floor at one time. After the meeting deals with that amendment, members can move other amendments if they wish.

Comment: Usually only one amendment at a time should be under consideration. Members can easily become confused if several amendments are being discussed at once. If the Chair decides there can be more amendments, there should be great care taken to see that members understand what the current amendment is.

Rule 6: Voting

1. **When to vote:** The Chair calls for a vote

- after every member who wishes to speak has spoken
- at a fixed time that the members decided the vote would take place
- after the members pass a motion to call the question

2. **How to vote:** Voting is by show of hands unless the *Co-op Act* or the co-op's bylaws say that a vote will be by secret ballot.

Comment: A vote by ballot may be better if the item is a sensitive one.

3. **Counting:** The Chair counts the votes and rules on whether or not the motion has passed unless the co-op's bylaws say something different.

4. **Recount:** A member can request a recount immediately after the results are announced. If a quorum is no longer present, the results that were originally announced will stand. If a quorum is still present, and the vote was by a show of hands, there must be an immediate recount. If the vote was by ballot and four other members support the request, there must be an immediate recount with scrutineers.

5. **Majority:** Motions are decided by simple majority unless the *Co-op Act* or the co-op's bylaws say something else.

Comment: A simple majority is more than half of the votes cast. A two-thirds majority is at least two-thirds of the votes cast. Abstentions and spoiled ballots are not considered votes cast.

Rule 7: Motions About Procedure

1. **Calling the question (Vote immediately):** When a member is speaking, the member can ask for an immediate vote by saying "I call the question" or "I move to end the debate". There must be a seconder. The Chair will immediately ask the members to vote on whether they want to finish the discussion at this point. A two-thirds majority vote is needed. The vote is by show of hands.

- If the motion to call the question is carried out, the members then vote on the main motion or amendment.
- If the motion to call the question is defeated, members can continue the discussion.

Comment: A motion to call the question should be used when members seem to be ready to vote and when speakers are not saying anything new. It should be used carefully because it may take away someone's right to speak.

2. **Motion to postpone:** When a member is speaking on a motion or amendment, the member can make a motion to postpone any decision. There must be a seconder to the motion to postpone. A simple majority is needed. The vote is by show of hands. There are three kinds of motions to postpone.

(a) **Defer the motion:** This means to put off discussion to another time. The motion can be discussed before voting on it. The motion must state the time or how the time will be decided. Examples:

- during the same meeting
- on the agenda for the same meeting
- until the next meeting
- until a special meeting to be called by the board.

(b) **Refer the motion:** This means to refer the motion to the board or a committee for a recommendation. They will bring the issue back to the members at a later time. The motion can be discussed before voting on it.

(c) **Table the motion:** This means to put off the motion for an indefinite time. It is usually used when members don't want to discuss something, or to express their opinions. There is no discussion or debate before voting on the motion.

3. **Motion to take from the table:** When a motion has been tabled, it can be brought back to the members by a motion "to take from the table". This must be on the agenda if it is at a different meeting. There must be a seconder to the motion to take from the table. It can be discussed before voting on it. A simple majority is needed. The vote is by show of hands.

4. **Motions that waste time:** The Chair can rule a motion out of order on the grounds that it is absurd or wasting time and not worth the members' attention.

Rule 8: Interruptions

1. **Limits:** Members cannot interrupt another speaker or speak out of turn except in the specific situations stated in this rule. In all cases the interruption must be as brief as possible and not part of a debate. Members who want to interrupt under this rule should stand up and politely say what their interruption is about.

2. **Point of order:** Members can raise a point of order if they think that the meeting is not following the correct procedure or there is not a quorum at the beginning of a meeting or at the time of a vote. The Chair rules on the point of order and takes any necessary action.

3. **Question of privilege (point of privilege):** Members who feel that there is a risk to the rights, safety or comfort of the members (or of one member) can raise a question of privilege. It may be a simple thing, such as the need for better ventilation, or the use of a microphone. The Chair rules on the question of privilege and takes any necessary action.

4. **Point of information:** Members can raise a point of information if they have an important piece of information or question and dealing with it will save time in the discussion. A point of information must be very brief. The Chair rules on whether it is a point of information and what action should be taken.

5. **Appeals from the Chair:** Members can appeal when they think a ruling of the Chair is not correct. The appeal must be made immediately after the ruling. There must be a seconder. Both the member who appealed and the Chair can give their reasons. There is no other debate or discussion. The Chair does not step down. The question: “Do we confirm the decision of the Chair?” is put to the vote. The Chair does not vote. If the vote is tied, the Chair’s ruling is confirmed.

Comment: The Chair does not have to resign if an appeal is supported by a majority of members. Members have the right to decide how their meetings should run. An appeal is not a vote of confidence. It is simply a way for members to control their meeting.

Rule 9: Unacceptable Behaviour

1. **Vote of members:** If a member’s behaviour is unruly or inappropriate in a significant way that interferes with the conduct of a meeting, the member may be ejected from the meeting by vote of the members present. There is no discussion or debate. A simple majority is needed.

2. **With or without motion:** The Chair can put the question to the members without a motion. A motion can also be made by anyone who is speaking on a motion or amendment, but only if the Chair permits it. The motion needs a seconder.

3. **Refusing to leave meeting:** If a member does not leave the meeting after a motion has been passed to eject the member, the member will be considered in breach of the Organizational Bylaw. Repeated breaches are grounds for eviction under the Occupancy Bylaw. In addition, the Chair or the meeting may take any other measures that are appropriate to remove the member from the meeting.

Policy 08 – Maintenance and Improvements

1. Members may request that the coop paint their unit every five years.

2. The co-op will maintain records of the dates of painting for each unit.

3. Members may decorate their units, provided the choice of paint colour and type, and wallpaper is approved by the co-op on the form available from the Office. If members choose to paint their units, the co-op will supply the paint and the members may borrow brushes, rollers and other painting supplies that the co-op keeps in stock. The Maintenance Committee will establish procedures for the control of supplies loaned or given to members.

   In maintaining records of the painting dates of units, the co-op will not include painting done by members at their own expense.

4. Only surfaces previously painted may be painted, (e.g. varnished surfaces, cover plates, etc., may not be painted).

   All painting done in units must be semi-gloss latex (natural or matt), except kitchen and bathroom walls, which must be painted with enamel.

5. The co-op will not contribute to the cost of wallpaper. All wallpaper installed by members must be dry-strippable and must be removed when the member vacates the unit unless the member moving in has requested that the wallpaper be left in place.

6. Other wall finishes such as cloth, tiles, mirrors, etc. may be used only if their application will not damage the wall surface. Any damage caused by their application must be corrected by the members at their own expense before the unit is vacated.

7. The use of texture spray, stucco, or textured paint on any wall or ceiling is not allowed.

8. Members may install hooks, plugs and other devices in walls and ceilings to hang or support shelves, pictures, mirrors, plants, etc. The nature of the hook, bracket, or other device used must be removable with minimal damage to plaster, drywall, or paint or the members will be charged for the cost of repairs on move-out.

9. The co-op will paint the unit when a new member moves in unless the unit has been recently painted and is still in good condition as determined by the move-out inspection.

   The co-op will not paint units for members who are transferring internally. In voluntarily requesting to transfer to a unit, the member must agree to accept the unit on an "as is" basis, unless the unit has not been repainted for five years.

Policy 09 – Bylaw Handbook

Each member shall be issued a bylaw handbook upon move-in.

This handbook shall include the following:

- all bylaws,
- all policies, and
- general information relating to living in Winona.

This handbook shall be issued free of charge.

Within one day of notification of move-out from Winona Housing Co-operative, the handbook, policies, procedures and any other pertinent information relating to Winona Housing Co-op, must be returned to the Co-op office.

If the handbook is not returned, there will be a charge applied toward the member(s) moving out of Winona.